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Ontario Department of Education

INSTRUCTIONS

TO

SCHOOL INSPECTORS

Apportionment of the Legislative Grants among the Public and Separate Schools of the Counties

TORONTO:
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1923

NOTICE

Inspectors and School Boards are advised that no changes have been made for 1924 in the bases upon which the Legislative Grants covered by this Circular were apportioned in 1923, but that a revision in the bases of apportionment for subsequent years is under consideration.

Due notice will be given early in June, 1924, of the scheme of Grants for 1925.

Instructions to School Inspectors

APPORTIONMENT OF THE LEGISLATIVE GRANTS AMONG THE PUBLIC AND SEPARATE SCHOOLS OF THE COUNTIES.

APPLICATION AND CONTINGENCY OF GRANTS

1. The Legislative grants for the Public and Separate Schools of the Counties are apportioned for the ca endar year in accordance with the provisions of *The Department of Education Act* and the following regulations, and the grants so apportioned shall be applied to such school purposes as the boards may deem most expedient. If, however, in any year the amounts voted by the Legislature for the above services are insufficient to pay in full the grants as defined in Nos. 4, 5, and 6 for Urban, 9, 10, 11, 12 and 13 for Rural Schools, and 20, 26 and 27 for both Urban and Rural schools, of the Regulations herein contained, the Minister may make a *pro rata* reduction, and if in any year the said amounts are more than sufficient to pay the said grants, the Minister may make a *pro rata* increase in such grants.

URBAN SCHOOLS.

General Grant.

2. The general Legislative grant for Urban Public and Separate Schools is divided by the Department of Education amongst the several cities, and towns having a population of over 2,000, first according to the population of each as compared with the population of all the other urban municipalities in the Province, (exclusive of towns whose populations are 2,000 or less), and, secondly, between the Public and Separate Schools in each c ty and town with a population of over 2,000, according to the average number of pupils who attended such schools respectively during the next preceding calendar year.

Special Grant on Certificates.

3. The special Legislative grant for Urban Public and Separate School (as defined above), is divided first by the Department of Education between the Urban Public and Separate Schools of the Province on the basis of average attendance, computed as in 2 above, and the sum so apportioned to the Urban Public and Separate Schools respectively in the several cities and towns, is then divided among said schools on the basis of the grade o the teachers' certificates and the length of their succe sful experience, in accordance with the following Regulations:—

IN CITIES

4. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*)	For a Provincial Permanent First Class Certificate.....	$16.00
(*b*)	For a Provincial Permanent Second Class Certificate.....	8.00
(*c*)	For a Provincial Permanent Ungraded Certificate.....	8.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*)	For a Provincial First Class Permanent or Interim Certificate.....	$8.00
(*b*)	For a Provincial Second Class Permanent or Interim Certificate.....	4.00

IN TOWNS WITH POPULATIONS OVER 2,000.

5. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*)	For a Provincial Permanent First Class Certificate.....	24.00
(*b*)	For a Provincial Permanent Second Class Certificate.....	12.00
(*c*)	For a Provincial Permanent Ungraded Certificate.....	12.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*)	For a Provincial First Class Permanent or Interim Certificate.....	$12.00
(*b*)	For a Provincial Second Class Permanent or Interim Certificate.....	6.00

Full and Partial Payments.

6. (1) (*a*) For a teacher employed in a Public or Separate School the full school day for the whole school year, the full grant will be paid as apportioned above.

(*b*) A proportionate amount of the grant will be allowed if the teacher with the certificate has taught in a Public r Separate School he full school day or for less than the full school day (but or at least half a school day) for less than the whole school year, one-tenth of the full year's grant being allowed for each month's service by teachers employed for the full day and one-twentieth of the full year's grant for each month's service of teachers teaching less than a full day. The Inspector will enter the above information in the column provided therefor in the Statistical return.

(2) (*a*) Teachers employed for their whole time in Continuation schools* shall not be included.

(*b*) The grant for a teacher who is a member of the staffs of both a Continuation school and a Public or Separate school shall be computed as provided in 6 (1) (*b*) above.

Inspectors' Duties.

7. (1) The Inspectors shall fill in the schedules supplied by the Department and shall base their returns on the school year.

(2) Where there are more municipalities than one, the Inspector shall report them on separate forms, placing together in each municipality the teacher's certificate of the same grade. He shall also in all cases arrange the grades in the order of the Regulations, 4 and 5.

(3) The Inspectors shall include in their returns the names of *all teachers* employed in the Schools, and also give the annual salaries paid to each, the grade and number of certificates, length of successful teaching experience and the number of months such teachers were employed during the academic year.

(4) The Inspector shall duly certify to the competency of each teacher in the school for which the grant is claimed.

RURAL SCHOOLS.

General Grant.

8. The general Legislative grant for Rural Public and Separate Schools (including Public and Separate Schools situated in any village or in a town, with a population of 2,000 or less)† is divided first by the Department of Education between the Rural Public and Separate Schools of the province on the basis of average attendance according to the average number of pupils who attended such schools respectively during the next preceding calendar year. The sum so apportioned to the Rural Public and Separate Schools respectively is then apportioned amongst said schools as fixed grants, and on the basis of salaries, certificates, and equipment and accommodations in accordance with the following Regulations, subject to the provision that the equalized assessed value of each school section is to be used as the basis for computing the Legislative grants which each school is entitled to receive in respect of fixed grants and on salaries, and that for such computation—

(1) The lands of the supporters of each Separate School shall be counted as a section;

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*The term "Continuation School" applies not to the Public or Separate School, but to the division or divisions connected therewith in which Continuation School work is taught.

†See chap 98, sec. 3 (jj) 12-13 Geo. V, 1922.

(2) A union section shall be counted as belonging to the township in which the school building is situated (See *Public Schools Act*, sections 25 and 28 (7));

(3) When there are two or more schools in a section, the full section assessment shall be used as the basis in apportioning the grants to each school.

I. FIXED GRANTS.

9. Where the section assessment is less than $30,000.00, the fixed grant to each school shall be $30.00; where it is at least $30,000.00 and less than $40,000.00, the fixed grant shall be $25.00; and where it is at least $40,000.00 and less than $50,000.00, it shall be $20.00. Where it is $50,000.00 or more there shall be no fixed grant.

II. GRANTS ON SALARIES.

10. Each school shall receive the following percentage on the amounts paid in teachers' salaries each school year up to a maximum of $600.00 salary, in the case of each teacher, the computation beginning as follows:

(1) Forty per cent. on the excess salary over $100.00 in the cases of both the principal and the assistant teachers where the section assessment is less than $30,000.00.

(2) Thirty-five per cent. on the excess salary over $150.00 in the cases of both the principal and the assistant teachers where the section assessment is at least $30,000.00, but less than $40,000.00.

(3) Thirty per cent. on the excess salary over $200.00 for a principal and $150.00 for each assistant where the section assessment is at least $40,000.00, but less than $60,000.00.

(4) Twenty-five per cent. on the excess salary over $350.00 for a principal and $250.00 for each assistant where the section assessment is at least $60,000.00, but less than $100,000.00.

(5) Twenty per cent. on the excess salary over $400.00 for a principal and $300.00 for each assistant on all other assessments.

III. SUPPLEMENTARY GRANTS ON SALARIES.

11. In addition to the Grants on Salaries as defined by Section 10 above, each school will be paid a Supplementary Grant on the Salaries paid by the School Boards to the teachers during the academic year.

The apportionment of this Grant to be made on the following bases:

(1) For Assessments less than $20,000.00

No grant on a salary below $300.00 for Principal and $200.00 for each Assistant.

On an excess salary over $100.00 for both Principal and Assistant

5%	on a	Principal	teacher's	salary	of	$300.00	but	less	than	$400.00
5%	"	an Assistant	teacher's	"	"	200.00	"	"	"	300.00
10%	"	a Principal	teacher's	"	"	400.00	"	"	"	500.00
10%	"	an Assistant	teacher's	"	"	300.00	"	"	"	400.00
20%	"	a Principal	teacher's	"	"	500.00	"	"	"	600.00
20%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
40%	"	a Principal	teacher's	"	"	600.00 and over				
40%	"	an Assistant	teacher's	"	"	500.00 and over				

(2) For Assessments $20,000.00 but less than $40,000.00.

No grant on a salary below $400 for Principal and $300.00 for each Assistant

On an excess salary over $150.00 for Principal and $100.00 for Assistant.

5%	on a	Principal	teacher's	salary	of	$400.00	but	less	than	$500.00
5%	"	an Assistant	teacher's	"	"	300.00	"	"	"	400.00
10%	"	a Principal	Teacher's	"	"	500.00	"	"	"	600.00
10%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
20%	"	a Principal	teacher's	"	"	600.00	"	"	"	700.00
20%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
40%	"	a Principal	teacher's	"	"	700.00 and over				
40%	"	an Assistant	teacher's	"	"	600.00 and over				

(3) For Assessments $40,000.00 but less than $60,000.00.

No grant on a salary below $500.00 for Principal and $400.00 for each Assistant.

On an excess salary over $200.00 for Principal and $150.00 for Assistant.

5%	on a	Principal	teacher's	salary	of	$500.00	but	less	than	$600.00
5%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
10%	"	a Principal	teacher's	"	"	600.00	"	"	"	700.00
10%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
20%	"	a Principal	teacher's	"	"	700.00	"	"	"	800.00
20%	"	an Assistant	teacher's	"	"	600.00	"	"	"	700.00
40%	"	a Principal	teacher's	"	"	800.00 and over				
40%	"	an Assistant	teacher's	"	"	700.00 and over				

(4) For Assessment $60,000.00 but less than $100,000.00.

No grant on a salary below $600.00 for Principal and $500.00 for each Assistant.

On an excess salary over $350.00 for Principal and $250.00 for Assistant.

5%	on a	Principal	teacher's	salary	of	$600.00	but	less	than	$700.00
5%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
10%	"	a Principal	teacher's	"	"	700.00	"	"	"	800.00
10%	"	an Assistant	teacher's	"	"	600.00	"	"	"	700.00
20%	"	a Principal	teacher's	"	"	800.00	"	"	"	900.00
20%	"	an Assistant	teacher's	"	"	700.00	"	"	"	800.00
40%	"	a Principal	teacher's	"	"	900.00 and over				
40%	"	an Assistant	teacher's	"	"	800.00 and over				

(5) For Assessments $100,000.00 but less than $300,000.00.

No grant on a salary below $700.00 for Principal and $600.00 for each Assistant.

On an excess salary over $500.00 for Principal and $400.00 for Assistant.

5%	on a	Principal	teacher's	salary	of	$700.00	but	less	than	$800.00
5%	" an	Assistant	teacher's	"	"	600.00	"	"	"	700.00
10%	" a	Principal	teacher's	"	"	800.00	"	"	"	900.00
10%	" an	Assistant	teacher's	"	"	700.00	"	"	"	800.00
20%	" a	Principal	teacher's	"	"	900.00	"	"	"	1,000.00
20%	" an	Assistant	teacher's	"	"	800.00	"	"	"	9 00.00
40%	" a	Principal	teacher's	"	"	1,000.00 and over				
40%	" an	Assistant	teacher's	"	"	900.00 and over				

(6) For Assessments $300,000.00 or over.

No grant on a salary below $800.00 for Principal and $700.00 for each Assistant.

On an excess salary over $600.00 for Principal and $500.00 for Assistant.

5%	on a	Principal	teacher's	salary	of	$800.00	but	less	than	$900.00
5%	" an	Assistant	teacher's	"	"	700.00	"	"	"	800.00
10%	" a	Principal	teacher's	"	"	900.00	"	"	"	1,000.00
10%	" an	Assistant	teacher's	"	"	800.00	"	"	"	900.00
20%	" a	Principal	teacher's	"	"	1,000.00	"	"	"	1,100.00
20%	" an	Assistant	teacher's	"	"	900.00	"	"	"	1,000.00
40%	" a	Principal	teacher's	"	"	1,100.00 and over				
40%	" an	Assistant	teacher's	"	"	1,000.00 and over				

IV. GRANTS ON CERTIFICATES.

12. The following grants shall be paid on the basis of the grade of the teacher's professional certificate and the length of his successful experience, the competency of each such teacher being duly attested by the Inspector of the school for which such grant is claimed.

(1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next—

(*a*)	For a Provincial Permanent First Class Certificate.....	$90.00
(*b*)	For a Provincial Permanent Second Class Certificate.....	40.00
(*c*)	For a Provincial Permanent Ungraded Certificate.....	40.00

(2) If said experience shall have been less than five years on the same date:

(*a*)	For a Provincial Permanent First Class Certificate.....	$70.00
(*b*)	For a Provincial Permanent Second Class Certificate.....	30.00

Full and Partial Payments.

13.—(1) The total yearly apportionment to each school which has been open the whole school year (*not including Continuation schools*) shall be the sum of the grants to which it is entitled under the regulations.

(2) The total yearly apportionment to each school which has been in operation for less than the whole school year, shall be a proportionate amount of the grants provided for in I, II, III and IV above, and shall be one-tenth of the full year's grant for each month the school was open.

V. GRANTS ON EQUIPMENT AND ACCOMMODATIONS.

14.—(1) Out of the annual general grant, for Rural Public and Separate Schools, the sum of $60,000 is apportioned for distribution by the Inspectors on the value of the equipment and character of the accommodations, subject to the provisions that the quotient obtained by dividing the grant by the total number of teachers in the Rural Public and Separate Schools, as indicated in section No. 8, not including the teachers of Continuation Schools, multiplied by the number of teachers in each inspectorate, shall give the Legislative grant payable for each inspectorate, and that for this computation each principal shall be reckoned as a unit and each assistant as a half if the school has been open for the whole school year; each principal being reckoned as a half and each assistant as a quarter if the school or the assistant's class, as the case may be, has been open for less than a year.

(2) To the legislative grant so apportioned for each inspectorate shall be added the grant made by the county council for the same purpose under section 95. (1) of *The Public Schools Act*, and these grants shall be distributed by the Inspector in accordance with the following regulations:—

15. Out of the combined legislative and county grants, each school board shall be paid 10 per cent. of the value of the approved equipment prescribed under regulation 3 of the Public and Separate School regulations, up to a maximum grant of $20.00 for each principal and of $2.50 additional for each assistant. The special equipment for Continuation Schools and Fifth Forms on which a Legislative Grant is given shall not be included.

16. Out of the combined legislative and county grants each school board shall receive a grant on the character of its accommodations in accordance with the provisions of regulation 2 of the Public and Separate School regulations and of the following scheme:—

Grade.	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls	.....	.....	.....	.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

17. When a union school section is composed of portions of townships in different counties, the grant to its school from each county shall, as far as practicable, be that fraction of the legislative grant payable to said school which the assessed value of the portion of the section within the county is of the whole assessed value of the section, according to the equalization made by the assessors, as provided in section 28 of *The Public Schools Act.*

18. When the combined legislative and county grants are insufficient to provide for each school the sums required under the regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

19. When the Inspector has rural schools in different counties he shall make a separate return for each county.

ASSISTED SCHOOLS.

20. The legislative grant for Assisted Schools in the counties is apportioned amongst the following two classes: (1) Public and Separate schools in poor rural districts and Urban schools in towns and villages, and (2) the schools of the residents of lumber, mining, and other settlements.

I. Grants for Maintenance.

POOR RURAL DISTRICTS.

21. Where, in the case of the poor rural districts, a school section has been formed and a Board of Trustees elected as provided by the Act, the Minister may make special grants in accordance with the following conditions:

(1) A building and other suitable accommodation shall have been provided by the Board, and the school shall be in charge of a teacher with a legal certificate.

(2) (*a*) The assessment is such as to make it impracticable for the Board to raise an amount sufficient to pay the cost of maintaining the school in accordance with the regulations.

(*b*) The Inspector's report shall also contain a statement, with reasons, as to whether, in his judgment, the assessed value of the section is a reasonable one.

(3) In the case of each school, the Inspector, having regard to the above regulations, shall make a report in the prescribed form setting forth in detail the necessities of the school, the grounds upon which he bases his recommendation, and the purposes for which the assisted school grant is to be expended.

URBAN PUBLIC AND SEPARATE SCHOOLS.

22. In the case of an Urban Public or Separate School in a To vn or Village, the Minister may make special grants when the circumstances of the case appear to him to warrant the same.

LUMBER, MINING AND OTHER SETTLEMENTS.

23. In the case of the lumber, mining, and other settlements, the Minister may make special grants on the report of the Inspector, who shall set forth in full detail on a form to be obtained from the Department, the necessities of each settlement, the grounds upon which he bases his recommendations, and the purposes for which the assisted grant is to be expended.

II. Grants for Building Purposes.

24.—(1) In the case of both poor rural districts and the lumbering, mining, and other settlements, the Minister may make special grants for the erection of a new school building or the remodelling of one already erected, on proof by the Inspector, satisfactory to the Minister, that said districts and settlements are unable to bear the whole cost of the work.

(2) The grant for building purposes shall be paid on the certificate of the Inspector, in instalments as the work progresses, or in one sum on the completion of the work, as the Minister may determine.

SPECIAL GRANTS TO PUBLIC AND SEPARATE SCHOOLS.

25. The Regulations providing for the special Legislative grants for Fifth Forms, Art, Vocal Music, Manual Training, Household Science, Physical Culture, and Agriculture and Horticulture are given in Nos. 1 to 19 on pages 76 to 87 of the Public and Separate School Regulations. The apportionment of other special Legislative grants to Public and Separate Schools is provided for below.

Kindergartens.

26. Special grants to Kindergarten and Kindergarten-Primary Classes are distributed on the basis of the teachers' certificates in accordance with the following Regulations:

(1) If the teacher teaches each day throughout the school year half a day in a Kindergarten or Kindergarten-Primary Class, the grant for her certificate shall be that apportioned below; and—

(2) If the teacher teaches also the other half day in a Kindergarten or Kindergarten-Primary Class, the grant for her certificate shall be twice that apportioned below.

IN CITIES WITH A POPULATION OF 150,000 OR OVER.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$10.00
Interim Kindergarten-Primary Certificate	8.00
Assistant Kindergarten Certificate	6.00

IN OTHER CITIES.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$15.00
Interim Kindergarten-Primary Certificate	12.00
Assistant Kindergarten Certificate	9.00

IN TOWNS.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$20.00
Interim Kindergarten-Primary Certificate	16.00
Assistant Kindergarten Certificate	12.00

IN VILLAGES AND RURAL SCHOOL SECTIONS.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$30.00
Interim Kindergarten-Primary Certificate	24.00
Assistant Kindergarten Certificate	18.00

NIGHT SCHOOLS.

27. Night Schools that have complied with the provisions of No. 11 of the Public and Separate School Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

(*a*) In cities with populations of 150,000 and over, one-sixth; in other cities, one-third; in towns, one-half; and in villages and in rural school sections, two-thirds.

(*b*) Where two or more Rural School Boards unite for the purpose of carrying on a night school the Legislative Grant shall be three-fourths of the total salaries of the staff engaged. Such night school shall be conducted in the school buildings of one or other of contracting Boards or upon such days of the week in each as the contracting Boards may decide.

RURAL SCHOOL LIBRARIES.

28.—(1) The special grant in aid of Rural School Libraries will be apportioned amongst the Rural Public and Separate Schools respectively of the whole Province, not including Continuation Schools or Fifth Classes, as an additional percentage, on the value of all library books

purchased before October 1st in each year, provided no school receives more than $10.00, and provided no purchase is less than $10.00. The books shall also have been approved by the Inspector as especially suitable for the pupils' use.

(2) All applications for this grant shall be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require in regard to the purchase of the books, including vouchers from the booksellers.

(3) The Inspector shall make application to the Department not later than the first day of November, on a form to be provided, which must be forwarded to the Department.

TIMES OF PAYMENT OF LEGISLATIVE GRANTS.

29.—(1) The general and special Legislative Grants for Urban Public and Separate Schools are payable by the Department on or before the first day of August in each year to the respective Public and Separate School Boards on the warrants of the Inspectors concerned.

(2) The general Legislative Grant for Rural Public and Separate Schools is payable by the Department on or before the first day of August in each year to the Treasurer of the County and through him, except when he is sub-Treasurer also, to the Township Treasurer for payment by them to the Boards of Rural Public and Separate School Trustees upon the warrants of the Inspectors concerned.

(3) (*a*) The Legislative Grant to the counties concerned on the value of the equipment and the character of the accommodations is payable by the Department on or before August 1st to the County Treasurer, and with the equivalent County grant, shall be payable to the School Boards as the Inspector may arrange, but *not later than December 1st.* If said grants are payable to the Township Treasurer, the Inspector shall notify the County Treasurer of the amount due the Township Treasurer, on this account.

(*b*) In order that the County Council may be duly notified before its June meeting of the amount it must raise as the equivalent of the Legislative Grant on the equipment and accommodations, each Inspector shall notify the Minister *not later than May 8th* of the number of teachers in his Inspectorate reckoned in accordance with the regulations.

DIRECTIONS TO INSPECTORS.

30. On receipt of this circular, the Public and Separate School Inspectors shall procure from the school boards and county and township clerks the data necessary to fill in the official returns on which the apportionment of the grants will be made by the Department, the forms for which

will be sent to each Inspector. All such data as above shall be certified by the official concerned. The Inspector shall see that they are properly made out and shall retain them for at least one year as the authority for his official report. As the Legislative Grants for the calendar year apportioned above are payable by the Minister on or before the 1st day of August it will be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so that he may make his report to the Department *not later than June 5th.*